



# **County of Door DEPARTMENT OF SOCIAL SERVICES**

County Government Center  
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## **Social Services Board Meeting August 10, 2010**

- 1. Call to Order:** Chair Mark Moeller called the August 10, 2010 meeting of the Social Services Board to order at 1:00 p.m. Board members present were Patrick Olson, Dale Wiegand, Ben Meyer, and Charles Brann. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Kay Englebert, Mike VanEss, and Joanne Ator. Susan Kohout from the League of Women Voters was present for observation.
- 2. Establish a Quorum:** Enough Board members were in attendance to establish a quorum (5 out of 5 members were present).
- 3. Approve Agenda:** Motion by Charles Brann, second by Dale Wiegand to adopt the agenda as posted. Motion carried.
- 4. Public Participation / Supervisor Response:** There was no public participation.
- 5. Review and Approve Minutes of Social Services Board Meeting.** Motion by Dale Wiegand, second by Patrick Olson to approve the minutes of the July 13, 2010 meeting of the Social Services Board. The motion carried unanimously.
- 6. Review and Approve Vouchers to be paid in August 2010.** Upon review and discussion, motion by Patrick Olson, second by Ben Meyer to approve the vouchers as submitted and detailed below:

**Social Services**

Total Social Services expenditures submitted for approval	\$ 147,977.74
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**Senior Resource Center**

Total Senior Resource Center expenditures submitted for approval	<u>\$ 18,267.41</u>
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**Total Expenditures for approval**

	<u><b>\$ 166,245.15</b></u>
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The motion carried unanimously.

- 7. Old Business:** There was no old business to discuss.

## **8. New Business – Action Required.**

- a.) **Retirement Letter from Catherine Thiessen.** The Administrative Committee accepted Catherine Thiessen's letter of retirement at their July 20<sup>th</sup> meeting. Roger Tepe will be requesting to re-fill her position; and if approved by Human Resources and the County Administrator, that request will be brought forward at the September Social Services Board meeting. Ben Meyer moved to accept the letter of retirement from Catherine Thiessen as an Economic Support Specialist in the Department of Social Services, effective 11/05/2010. Patrick Olson second the motion; and the motion carried unanimously.
- b.) **Family Care Resolution.** Roger Tepe shared a resolution that will be presented for consideration at the County Board meeting in August; sponsored by the Social Services and Community Programs Board members. He discussed the main purpose of the resolution:
1. Creation of the Long Term Care District
  2. Creation of the Long Term Care District Board
  3. Naming of 3 Consumer Members
  4. Naming of a Door County Representative to serve on the District Board

Charles Brann made a motion to move Resolution 2010 – 70 concerning Family Care forward. Ben Meyer seconded the motion. After further discussion, the motion carried on a 5 – 0 voice vote.

## **9. New Business – Informational Only.**

- a.) **Request to Restore Position Eliminated in the 2010 Budget Process.** A request to refill a position in the Long Term Care Unit / Adult Protective Services program was submitted to Human Resources and the County Administrator on August 3<sup>rd</sup>. If it is approved at that level, the request will move on to the Administrative / Finance Committee on August 17<sup>th</sup>. Roger Tepe informed the Board that there are currently 2 ½ full time staff positions in the Long Term Care Unit and 1 ½ full – time staff positions in Adult Protective Services. One individual currently splits their time between those 2 program units. This individual's time would be consolidated in a single, full – time position in the Long Term Care Unit and a proposed new full – time position would be created for Adult Protective Services. There has been an increase in workloads in both areas. A discussion took place pertaining to other options that would be available due to Family Care and ADRC coming relatively soon.

No action was taken.

- b.) **2011 Budget Process – status.** Roger provided the Board members with a time line of key dates pertaining to the remainder of the 2011 budget process.

No action was taken.

- c.) **New Senior Resource Center / ADRC / Public Health Building – status.** The next step is to have a study done. The monies to perform this task have been allocated for 2011. Roger Tepe attended the Property Committee meeting Tuesday, August 10<sup>th</sup>, and there were more questions than answers available. Roger will be attending next month's Property Committee meeting and will do a presentation to help the Committee

frame the kinds of questions that need to be addressed in the initial study of the project.

No action was taken.

**4. Public Participation / Supervisor Response (a deviation from the agenda).** Marty Martinez – Senior Advisory Committee member arrived late; and Chairman Mark Moeller allowed a deviation to go back to the Public Participation agenda item. Mr. Martinez stated that he spoke with both the County Treasurer and Leo Zipperer (County Board Chairman) regarding the collection of real estate property taxes. If all of the taxes are collected, the amount collected will be larger than last year's amount. Marty also commented on the need for re-filling the requested position. Like Bev's position, there could be State and Federal penalties issued if those programs are not administered properly.

#### **10. Recurring Program Initiatives – Informational Only.**

- a.) **ADRC.** The ADRC planning committee will now begin focusing on the various tasks associated with writing the proposed ADRC application for funding, which requires State approval. Meetings will continue about once a month with the State consultant; and a monthly "recap" report, known as the Common Message, will be produced by Buck Rhyme, the State consultant.

No action was taken.

- b.) **Family Care.** Meetings continue to take place monthly. The State is looking at two (2) computer vendors who have developed "package systems" to manage all the data related to Family Care. This includes items such as: billing, case plans, case notes, provider payments, payroll, etc. Mark Moeller has been nominated to sit on the Northeast Wisconsin Family Care District Board.

No action was taken.

- c.) **Transportation.** Roger Tepe just received the new 5311 grant application for 2011; and he will be busy completing that document by the 10/15/10 deadline. The new shared ride taxi service, Door2Door Rides, is off to a great start. The number of riders continues to rise. Calls are being tracked as to what requests can be handled and what requests can not. Once this data is compiled, we can hopefully project where and how to expand the service beginning in 2011. There are currently three (3) Door2Door Ride vehicles in town – two (2) are on the road per our contract and one (1) is a spare. Abby Vans is still hiring drivers.

No action was taken.

#### **11. Management Reports – Informational Only.**

- a.) **Administrative Services:** Kay Englebert reported that we are doing well for the first seven (7) months – on target and no major outstanding bills.
- b.) **Adult Protective Services Program:** Bev Knutson indicated that a bar graph report has been prepared to show the increases in Adult Protective Services cases over the years. She stated that in 1999 there were only 9 cases and in 2009 there were 101 new reports. Bev also commented on two (2) types of scams they have seen lately

involving elderly victims: 1.) one stating that a grandchild was in trouble and that money needed to be sent right away; and 2.) the other one is a phone call stating they have won a prize, but money had to be sent in to claim the prize. These scams not only create a financial strain but an emotional strain as well on these elderly victims.

- c.) **Aging Unit / Senior Resource Center:** The Senior Center received an unusual donation – 400 pounds of ground round meat. This was made possible through Rev. Michael Brecke and Alexander's Restaurant in Fish Creek. The Center will also receive approximately 200 pounds every six (6) weeks thereafter. This generous donation will assist in preparing many meals. Bev gave an update on the amount that seniors contribute for meals. She passed on the follow figures: 2006 - \$93,655, 2008 - \$101,259, 2009 - \$104,594, 2010 – January to July \$53,400. A survey was sent out to 49 individuals pertaining to the home delivered meals and 35 surveys were returned. Bev will put together information about this survey and pass that on to the Board. Bev did comment on the ages of those that returned the surveys – 15 were between the ages of 81 – 85, 12 were between the ages of 86 -90, and 8 were between the ages of 91 -95.
- d.) **Child and Family Services Unit:** Dori Weyenberg updated the Board on the number of children / juveniles that are in placement.
- e.) **Economic Support:** Joanne Ator reported on the W-2 program. There has been an increase in applications. This year, there are 14 paid cases compared to a year ago when there were only six (6). Some of these individuals do have work experience; however due to the economy, they need a little help. The W-2 program will set the client up with a training experience job and a coach / mentor. The individual gains work experience and this enables them to pursue other job careers. The program is designed for the client to have employment for 24 months; but most advance on before the 24 months are up. There is no cost to the employer. The clients are paid through the W-2 program.

Joanne updated the Board on the Economic Support caseload. At the end of June, 2010, there were 4 less total cases than last year; however more people are receiving FoodShare and / or BadgerCare. There was an increase of 12% in the FoodShare caseload and 11% in the BadgerCare caseload in June of 2010 as compared to June of 2009. The State Enrollment Services Center has taken some of the FoodShare and BadgerCare Core Plan cases headed by childless adults, but the changes in the labor market have resulted in new recipients.

- f.) **Long Term Care:** Mike VanEss stated that the case managers / social workers will be participating in a training program with Kewaunee County for Family Care. Even though the case managers may not use this information until Family Care is up and running, it will help them to make a decision as to what direction they want to pursue – Family Care or ADRC. Mike also emphasized the need for a whole (1.0 FTE) case manager for Long Term Care. He received a draft of a memo from the State indicating a change in the way nursing homes assess new admissions. Nursing Homes will be required to ask individuals if they have a desire to return to the community (their home). If that individual indicates such a desire, the Nursing Home will make a referral to our office. We will have five business (5) days to make contact with that individual or family member and begin an assessment process – increasing the workload for case managers. This will take effect October 1<sup>st</sup>.

**g.) Director's Report:** Roger Tepe had no other items to discuss.

The committee took no action on informational items presented.

**12. Approve / Amend Suggested Next Meeting Date:** The Board set its next monthly meeting for 1:00 p.m., Tuesday, September 14, 2010 at the Government Center in the Chambers Room.

**13. Adjournment:** Motion by Charles Brann, second by Patrick Olson to adjourn the meeting at 3:15 p.m., Motion carried.

Respectfully Submitted,

Christine Coulthurst  
Recording Secretary

APPROVED BY: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'C. Coulthurst', written over a horizontal line.

